

All Souls Church, Unitarian EXPENSE AUTHORIZATION FORM

Instructions:

1. Complete form in its entirety including committee leader's authorizing signature.
2. Attach receipt/invoice(s) as supporting documentation – include explanatory memo explaining any discrepancies between request amount and support documentation amount. Also include any important correspondence that should be kept on file such as contract for service or letter of agreement.
3. Make copy of form and all supporting documents for your records before submitting. Keep until paid.
4. Submit form with attachment(s) to Stacey Cosey's InBox in church office.
5. Allow at least two weeks for processing. Email Stacey Cosey at scosey@allsouls.ws or by calling **202-332-5266, Ext. 111** if you need to follow up.

Date:	Committee/Activity Name:		
Description of Activity Generating Expense Request (include activity date):			
Name and Phone # of Person Completing Form:		Committee Leader's Signature:	
Person or Vendor to Receive Payment:			Total Amount Requested:
Payee Address & Phone #:			
Check Memo Line Entry:			

Use the table below to detail the total amount requested by Budget Account # & Name

Acct #	Budget Line Name	Amount
Total Amount Requested:		

Approval Status (Administrator or Minister): **Total Amount Approved** \$_____

Approved Denied Signature _____ Date: ___/___/___

Reason for Denial: _____

Check Signer Use Only

Approved Denied Signature _____ Date: ___/___/___

Reason for Denial: _____